

REPOST - Previous applicants need not reapply, will be considered

Opening Date:	September 19, 2013	Closing Date:	Open Until Filled
Job Title:	Server Administrator/ Info Spec XI	Position Type:	Regular Full Time
PIN:	072595	FLSA Status:	Exempt
Location:	Judicial Information Systems Annapolis, Maryland	Grade/Entry Salary:	T11 \$54,668 - \$65,553
Financial Disclosure:	Yes		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential Functions: Provides systems support, troubleshooting, and maintenance for existing and newly implemented systems. These systems support extensive and expanding Maryland Judiciary needs including file and application servers as well as deployment and configuration systems. Ensures the availability, backup, and integrity of the data and configuration on these servers. The Server Administrator also provides an additional tier of support to Desktop Support Technicians (Micro) and the creation of remotely deployed applications. Communicates with customers and assists them by completing service requests such as account creation, rights assignment, software association, and file recovery. Researches new software and technology to further improve the services we have to offer our customers. Supports existing legacy environments such as Novell. Monitors server OS health, software updates and patches, and server specific administration. Works with outside vendors to ensure server and application function, and implementing updates. Travel required to transport equipment throughout the state of Maryland, duties may require out of state travel twice a year. May assist in other areas as assigned.

Education: High School Diploma or GED.

Experience: Three years of related work experience to include server administration and end user support.

Note: Requires IT certifications such as MCP, and must be able to drive company (fleet) vehicles to transport equipment.

Preferred: Degree in Computer Science from an accredited College or University.

Skills/Abilities: Knowledge of a range of computer networking systems and enterprise software. Knowledge of computing and network hardware and peripheral equipment. Ability to communicate technical information to non-technical personnel. Ability to discuss ideas and evaluate plans with technical personnel within and outside of Judicial Information Systems (JIS). Ability to communicate the direction and vision of JIS to end users as well as the benefits to their processes. Ability to maintain and troubleshoot applications, file servers, and software. Ability to identify and resolve computer system malfunctions and operational problems. Ability to identify and troubleshoot the effects of global policies and individual workstations. Ability to work in a team of PC support technicians. Ability to anticipate impact on Maryland Judiciary when making IT related decisions. Ability to provide responsive customer service while delivering results. Ability to lift up to 50lbs. Ability to drive a fleet vehicle to deliver equipment to various locations.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title and PIN. Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications or resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.